



Reply to
Attn. of:

MAR 10 2000

Subject: SP-00-12

To: Additional Guidance on State Agency-School Food Authority
Agreement Provisions for Afterschool Snacks in the National
School Lunch Program

ALL STATE AGENCY DIRECTORS - Colorado ED, Iowa, Kansas,
(Child Nutrition Programs) Missouri ED, Montana OPI,
Nebraska, North Dakota
South Dakota, Utah, Wyoming

The following is a list of the provisions that need to be in that portion of the Agreement between the State Agency (SA) and a School Food Authority (SFA) for the afterschool snack portion of the National School Lunch Program (NSLP):

The official signed agreement between the SA and the SFA to permit the SFA to operate the NSLP must be modified or amended to permit the SFA to also operate the snack program. This section of this memorandum gives guidance on the specific provisions to be included in the agreement for the SFA to operate the afterschool care supplement part of the NSLP.

Although there are some provisions for afterschool supplements already set forth in 7 CFR 210.9 (c) and in 210.10 (n) and 210.10a (j), these were established for the NSLP version of the Child and Adult Care Food Program (CACFP) afterschool care supplement program, prior to the amendments made in Public Law 105-336 to alter and expand the afterschool care supplement (snack) program.

Using the legislation, the regulations, and the policy guidance so far provided, the following provisions specify fundamental SFA requirements:

1. Serve and claim snacks solely as part of an afterschool care program, or programs, the SFA operates, each such program providing regularly-scheduled education or enrichment activities in an organized, structured, and supervised environment
2. Meet any State or local licensing, health and safety requirements for operating an afterschool care program.
3. Claim for reimbursement only those meal supplements (snacks) served during afterschool care programs that meet the meal pattern for supplements as set forth in 7 CFR 210.10(n) and 210.10a(j).
4. Claim for reimbursement only those afterschool snacks served on school days. Any snacks served before or during the child's school day, or on weekends, holidays, or vacation periods, may not be claimed for reimbursement. Afterschool snacks may be claimed on days when summer school is in session if this summer school is an integral part of the curriculum or an extension of the local education program. For afterschool care programs in Residential Child Care Institutions (RCCIs), only those children who are enrolled and attending school may have their snacks claimed for reimbursement.
5. Claim reimbursement for no more than one snack per child per day. Children from birth to age 18 years, or a student of any age who is disabled, are eligible. (If a student's nineteenth birthday occurs during the the school year, snacks may be served and reimbursement claimed for that student for the remainder of the school year.)
6. Keep a roster list, sign-in sheet, or other means to determine that children are present on a given day.
7. Claim snacks in the correct reimbursement category. All snacks will be served free and claimed in the free category for any site that is located in an area served by a school in which at least 50 percent of the enrolled students are certified eligible for free or reduced price meals. All sites not eligible to claim all snacks free on this basis must claim each

snack according to the eligibility category--free, reduced price, or paid--of the child to whom the snack is served.

8. Count and record the number of snacks served each day, at the time they are served, by correct claiming category.
9. Maintain the following records, and follow the retention requirements per 7 CFR 210.23 (c):
 - If all meals are claimed free based on the site's eligibility (see item 7, above), maintain documentation establishing each site's eligibility;
 - For all other sites, documentation of free and reduced price eligibility for all children for whom free and reduced price snacks are claimed;
 - Meal counts, by type, for each site for each serving day;
 - Documentation of individual children's attendance on a daily basis; and,
 - Menus and production records to document compliance with snack pattern requirements.
10. Review each afterschool care program two times a year; the first review shall be made during the first four weeks that the care program is in operation each school year.
11. Price the meal supplement as a unit.
12. If charging for snacks, serve snacks at a free or at a reduced price to all children who are determined by the SFA to be eligible for free or reduced price school meals under 7 CFR part 245.
13. If charging for snacks, the charge for a reduced price snack shall not exceed 15 cents.
14. Comply with all requirements of 7 CFR 210, except that claims for reimbursement need not be based on "point of service" snack counts [as required by 210.9 (b)(9)].

State Agency Directors

4

If you have any questions, please contact our office at
(303) 844-0355.

A handwritten signature in cursive script, reading "Stella Nash".

STELLA NASH

Acting Regional Director
Child Nutrition Programs